

LA HABRA TAMALES FESTIVAL

Sunday, November 29, 2015

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FOOD VENDOR RULES AND REGULATIONS

Thank you for your interest in the La Habra Tamale Festival. The City of La Habra is inviting vendors to sell food at its second annual Tamale Festival. The La Habra Tamale Festival will be held on Sunday, November 29th, 11:00 a.m. to 6:00 p.m. at the La Habra Community Center, located at 101 W. La Habra Blvd. Anticipated attendance for this event is over 5,000 people. The City of La Habra will provide each vendor with a 10x10 space, canopy, and electricity.

If you are interested in being a food vendor, please complete the appropriate paperwork and return to me at the La Habra Community Center. Please note that turning in an application does not guarantee your acceptance as a food vendor for this event. If you are approved, you will receive a confirmation.

PLEASE READ VENDOR RULES AND REGULATIONS BEFORE SUBMITTING YOUR APPLICATION. WE RESERVE THE RIGHT TO DENY VENDORS, LIMIT NUMBER OF SPACE SOLD TO VENDORS AND LIMIT THE NUMBER AND TYPES OF VENDORS. PLEASE KEEP RULES AND REGULATIONS ON FILE SO YOU CAN REFER BACK TO THEM WHEN NEEDED.

CANCELLATIONS

THERE ARE NO REFUNDS FOR CANCELLATIONS. **NO EXCEPTIONS!**

DEADLINE

APPLICATION DEADLINE IS FRIDAY, OCTOBER 30, 2015 ...NO EXCEPTIONS!

OPERATING HOURS

Vendors must be ready and open for business during the hours of the Festival: **SUNDAY, NOVEMBER 29th - 11:00 A.M. TO 6:00 P.M.**

BOOTH SPACES/SETUP/TEARDOWN

Booth spaces are 10' WIDE AND 15' DEEP (FROM CURB INTO STREET) Set-up can begin after 1:00 p.m. Saturday evening or beginning at 6:00 a.m. on Sunday morning. All booths **MUST** be set-up by 10:00 a.m. on Sunday, ready for inspection.

No booths may be removed from the Festival site until after the closing hour of 6:00 p.m. on Sunday. Vendors who sell out prior to the Festival closing will be required to wait until the end of the event to tear down. All booths and displays must be completely removed from the public streets on Sunday night by 9:00 p.m.

BOOTH/CANOPY/TENTING

Booth Structure: All booths must have a professional appearance. All vendors must provide their own equipment: tables, chairs, individual trash cans as needed, etc. Canopies/Tents will be provided.

Signage: All booths shall have signs that identify the individual or company and the product, menu and prices.

ELECTRICITY

Please complete the ELECTRICAL NEEDS portion of the vendor application. Electricity use will be closely monitored. Electricity is only available during the Festival hours. **24 hour electricity is NOT provided.** Please arrange your electricity needs accordingly. Vendors will be responsible to provide their own heavy-duty extension cord needed for the distribution box. The

appropriate cord gauge is determined by the amps being used. Vendors **CANNOT** bring their own generators. **Electricity WILL NOT be available until 8:00 a.m. Sunday morning.**

VEHICLES

NO VEHICLES WILL BE ALLOWED ON THE PREMISE THE DAY OF THE EVENT. NO EXCEPTIONS! Although a drop-off zone will be provided to the vendors on the day of the event, it is strongly recommended that you set up on Saturday. Vendors will receive parking passes for vendor parking lots located at the Child Development Center on Euclid across from the Post Office.

INSURANCE COVERAGE

The Festival requires no less than \$1 million dollar general liability insurance coverage. All vendors must submit a certificate of insurance as proof of insurance. It must list the City of La Habra as the certificate holder and as the additionally insured. **For insurance needs go to SCMAF at <http://scmafspecialevents.com/SCMAF/>**

WEATHER

The Festival will take place regardless of weather conditions. There are **NO** refunds for weather or otherwise. Vendors must be prepared for wind and rain.

TAMALES

Tamale vendors need to be prepared to sell large quantities of tamales. You must produce no less than 2,000 tamales for the event. Traditional tamales should be about 1" thick, 2" wide and 4" in length. **TAMALES MUST BE SOLD FOR NO LESS THAN \$2.50 EACH. VENDORS WILL NOT BE ALLOWED TO DISCOUNT TAMALE PRICES UNTIL 5:00 P.M.**

CONTEST

The Contest form needs to be submitted with the application. There are 4 different categories judged: Best Tamale, Best Tamale Dessert, Best Salsa, and Judges Award.

Participants must deliver the food (ready to eat) to the Oeste Room by 10:00 A.M. Late entries will not be considered for the contest. Please find the Contest form for more information.

PRE SALE

Because of the over whelming popularity we would like to open this option up to all of our vendors. Pre-sale is only available for tamales! If you would like to participate in pre-sale you must submit a full description of the tamales and the pricing to Karlee Marshall with the application. Once this information has been submitted we will put together a form and give the vendor copies to give to customers prior to the event. Tamales must be ready for pick up at the event. Vendors participating in pre-sale must have a separate line for pre-orders.

ALCOHOLIC BEVERAGES

NO alcoholic beverages of any kind may be sold or given away by a vendor.

BIOGRAPHY ON FOOD VENDOR

Please include a short, 3-5 sentence, biography on the business or organization selling the tamales. We will be putting the biographies in a handbook that will be passed out at the festival.

SECURITY

The City will provide overnight security, Saturday, November 28th 5 P.M. to 7 A.M. on Sunday, November 29th. However, the Festival is not responsible for the security of individual vendor booths and products. **Vendors are responsible to secure their own booths, supplies and equipment at night.**

COMPLIANCE WITH LAWS

Food vendors must comply with all health laws, ordinances, and regulations of the State of California, County of Orange and City of La Habra. The Department of Environmental Health lists minimum requirements for the Festival. Cooking of foods in booths will require compliance with the Fire Department and Health Department. For more information please contact us at (562)383-4205.